

TOWN OF SWAMPSCOTT  
INSPIRED BY YOU – UTILITY BOX MURAL PROJECT

OVERVIEW

**INSPIRED BY YOU - UTILITY BOX MURAL PROJECT**

**PROJECT VISION:** THE TOWN OF SWAMPSCOTT HAS DESIGNED THIS PROGRAM TO SUPPORT PUBLIC ART AND TO BEAUTIFY THE COMMUNITY AND NEIGHBORHOODS USING MURALS. INSPIRED BY YOU HAS BEEN CREATED TO FOCUS ON COMMUNITY PRIDE AND ENHANCING VISUAL AESTHETICS IN TOWN. THE PRIMARY PROJECT GOAL IS TO BRING ART TO UNEXPECTED PLACES. THE TOWN ADMINISTRATOR'S OFFICE HAS PARTNERED WITH MASS CULTURAL COUNCIL TO MAKE THIS PROGRAM POSSIBLE. THIS YEAR **UP TO FOUR (4) UTILITY BOXES**, LOCATED ALONG ESSEX STREET, WILL BE CHOSEN TO BE TRANSFORMED INTO WORKS OF ART.

**APPLICATION GUIDELINES AND DEADLINE:**

TO APPLY COMPLETE THE ATTACHED APPLICATION & ARTIST AGREEMENT AND RETURN BY **1:30 PM THURSDAY MAY 9, 2024** TO:

**DIANNE MARCHESE/INSPIRED BY YOU  
22 MONUMENT AVE.  
SWAMPSCOTT, MA 01907**

**(LATE SUBMISSIONS WILL NOT BE ACCEPTED - NO EXCEPTIONS)**

**ELIGIBILITY**

THE PROJECT IS OPEN TO ALL ARTISTS THAT ABIDE BY THE PROJECT GUIDELINES. ALL ARTISTS AND ARTISTS' GUARDIANS MUST SIGN THE "ARTIST AGREEMENT" FORM TO PARTICIPATE IN THE PROGRAM. ARTISTS MAY APPLY AS INDIVIDUALS OR AS A GROUP. FOR GROUP SUBMISSIONS, A SIGNED ARTIST AGREEMENT FOR EACH PARTICIPATING ARTIST MUST BE INCLUDED TO THE APPLICATION FORM AND DESIGN TEMPLATE.

**SELECTION PROCESS**

SUBMISSIONS WILL BE REVIEWED BY THE UTILITY BOX REVIEW COMMITTEE CONSISTING OF CITY STAFF, ART PROFESSIONALS AND MEMBERS OF THE COMMUNITY. ONCE THE ARTWORK IS SELECTED, ARTIST WILL BE NOTIFIED VIA PHONE OR EMAIL.

**ARTIST STIPEND AND TIME FRAME**

SEE "ARTIST AGREEMENT" PAGE 2. ALL UTILITY BOXES MUST BE PAINTED BETWEEN MAY 23, 2024 – JUNE 30, 2024.

**MURAL SPECIFICATIONS**

SEE "ARTIST AGREEMENT" FOR SPECIFICS. ARTIST/GUARDIAN AGREEMENT SELECTED ARTISTS AND GUARDIANS ARE REQUIRED TO SIGN AND COMPLY WITH THE "ARTIST AGREEMENT".

**ELIGIBLE PROPOSAL CRITERIA** THE MAIN FOCUS IS TO BRING ART TO AREAS OF THE CITY IN A NONCONVENTIONAL MANNER. ALL ART MUST BE ORIGINAL IDEAS. PROPOSALS WILL BE JUDGED ON THE FOLLOWING:

- CREATIVITY
- COMMUNITY PRIDE
- ORIGINALITY
- APPROPRIATE REGARD FOR THE NATURE OF THE SPACE AND THE AUDIENCE. \*REMEMBER THE MURAL WILL BE IN A PUBLIC AREA AND MUST BE SUITABLE FOR ALL AGES.
- ARTWORK SHOULD INCLUDE "SPONSORED BY SWAMPSCOTT CULTURAL COUNCIL".

**INELIGIBLE ENTRIES** A PROPOSAL WILL BE INELIGIBLE FOR ANY ONE OR MORE OF THE FOLLOWING REASONS: CONTAINS:

- COPYRIGHTED OR TRADEMARKED IMAGE OR LOGO, A BRAND OR BUSINESS NAME (UNLESS THAT BUSINESS HAS SPONSORED THE UTILITY BOX)
- ART THAT IS PLAGIARIZED, STOLEN OR COPIED FROM ANOTHER SOURCE (I.E. SOMEBODY ELSE'S IDEA)
- COLLAGE OR HAS ANYTHING GLUED TO THE BOX OR ATTACHED BY ANY MEANS
- ANYTHING THAT DEFAMES OR INVADERS THE RIGHTS OF ANY PERSON, LIVING OR DEAD; ANYTHING THAT COULD BE CONSTRUED AS HARMFUL TO A THIRD PARTY.

**APPLICANT CHECKLIST**

THIS PAGE **MUST** BE INCLUDED WITH THE ARTIST AGREEMENT/APPLICATION AND DRAWING

- ARTIST AGREEMENT/APPLICATION** - PLEASE MAKE SURE THE APPLICATION IS FILLED OUT IN ITS ENTIRETY. PLEASE SIGN AND RETURN WITH THE APPLICATION AND DRAWING.
  
- DRAWING** - THE PROPOSAL SHOULD BE SUBMITTED ON THE ENCLOSED "DESIGN TEMPLATE" AND SHOULD INCLUDE ALL SIDES OF THE UTILITY BOX. PLEASE MAKE SURE TO WRITE YOUR NAME ON THE BACK OF THE DRAWING. YOUR SIGNATURE IS FINE ON THE FRONT BUT MAY BE DISGUISED DURING THE VOTING PROCESS.
  
- AVAILABILITY** - INDICATE ANY WEEK(S) BETWEEN MAY 23, 2024 AND JUNE 30, 2024 THAT YOU WILL BE AVAILABLE TO PAINT THE UTILITY BOX:

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**YOUR PROPOSAL MUST BE RECEIVED BY 1:30 PM THURSDAY MAY 9, 2024**

**ARTWORK DESCRIPTION- (INSPIRATIONS OR REASONS BEHIND THE PROPOSAL ETC.):**

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**LATE SUBMISSIONS WILL NOT BE ACCEPTED!**

MAIL ONE PRINTED VERSION OF THE COMPLETE SUBMISSION TO:

**DIANNE MARCHESI/INSPIRED BY YOU  
SWAMPSCOTT TOWN ADMINISTRATOR'S OFFICE  
22 MONUMENT AVE.  
SWAMPSCOTT, MA 01907**

**(LATE SUBMISSIONS WILL NOT BE ACCEPTED - NO EXCEPTIONS)**

OR HAND DELIVER THE SUBMISSION TO THE ADDRESS ABOVE BEFORE 1:30 PM ON MAY 9, 2024. ARTISTS WILL BE CHOSEN BY MAY 20, 2024.

**ARTIST'S AGREEMENT - APPLICATION PAGE 1**  
**INSPIRED BY YOU UTILITY BOX MURAL PROJECT**

**ARTIST'S NAME:** \_\_\_\_\_ **TITLE OF SUBMISSION:** \_\_\_\_\_

BY SUBMITTING THE APPLICATION FORM TO THE TOWN OF SWAMPSCOTT ("TOWN") FOR THE INSPIRED BY YOU UTILITY BOX MURAL PROJECT ("PROJECT") AND BY PAINTING A MURAL ON A UTILITY BOX, \_\_\_\_\_, ("APPLICANT") AGREES TO THE FOLLOWING TERMS AND CONDITIONS OUTLINED IN THIS AGREEMENT:

**INELIGIBLE ENTRIES** A PROPOSAL WILL BE INELIGIBLE FOR ANY ONE OR MORE OF THE FOLLOWING REASONS: CONTAINS:

- COPYRIGHTED OR TRADEMARKED IMAGE OR LOGO; A BRAND OR BUSINESS NAME
- ART THAT IS PLAGIARIZED, STOLEN OR COPIED FROM ANOTHER SOURCE (I.E. SOMEBODY ELSE'S IDEA)
- COLLAGE OR HAS ANYTHING GLUED TO THE BOX OR ATTACHED BY ANY MEANS
- ANYTHING THAT DEFAMES OR INVADES THE RIGHTS OF ANY PERSON, LIVING OR DEAD; ANYTHING THAT COULD BE CONSTRUED AS HARMFUL TO A THIRD PARTY

THE APPLICANT ACKNOWLEDGES THAT:

- THE TOWN HAS THE RIGHT TO REMOVE THE ARTWORK, AT ANY TIME, FOR ANY ONE OR MORE OF THE REASONS AS STATED ABOVE. THE TOWN ALSO HAS THE RIGHT TO REMOVE OR REPLACE ARTWORK IF THERE IS A FAULT IN WORKMANSHIP, THE ARTWORK IS VANDALIZED OR DAMAGED BEYOND REPAIR OR IF THE UTILITY BOX IS DAMAGED, NEEDS REPAIR OR REPLACEMENT.

**ARTWORK MUST BE ORIGINAL** BY SIGNING THIS AGREEMENT THE ARTIST REPRESENTS THAT THE ARTWORK IS WHOLLY ORIGINAL ART AND DOES NOT INFRINGE UPON ANY PATENT, COPYRIGHT, TRADEMARK, TRADE NAME, OR OTHER PROPRIETARY RIGHT OF ANY PERSON, ORGANIZATION OR ENTITY. IN ESSENCE YOU ARE STATING YOUR ARTWORK IS ORIGINAL.

**AUTHORIZATION FOR TOWN'S USE OF ARTWORK** ALL SUBMITTED PROPOSALS WILL BECOME THE PROPERTY OF THE TOWN OF SWAMPSCOTT. THE ARTIST OWNS THE COPYRIGHT OF THE ARTWORK CREATED AND MAY USE IT FOR PORTFOLIO PURPOSES BUT NOT COMMERCIAL PURPOSES FOR A PERIOD OF TWO (2) YEARS AFTER THE COMPLETION DATE. THE COMPLETION DATE IS THE DATE THE ART HAS THE FINAL TOPCOAT AND IS REVIEWED BY THE COMMITTEE. THE ARTIST AGREES TO ALLOW THE TOWN OF SWAMPSCOTT USE OF THE ARTWORK IMAGE IN ANY NON-COMMERCIAL WAY, TO PROMOTE THE PROGRAM AND THE TOWN OF SWAMPSCOTT OR ASSOCIATED EVENTS.

**RELEASE OF CLAIMS** IN EXCHANGE FOR THE TOWN'S PERMITTING APPLICATION TO PARTICIPATE IN THE PROJECT, THE APPLICANT A) RELEASES, DISCHARGES, AND HOLDS HARMLESS, B) WILL NOT MAKE A CLAIM AGAINST OR SUE, AND C) WAIVES A RIGHT OF RECOVERY AGAINST THE TOWN AND ITS REPRESENTATIVES FOR ANY ONE OR MORE OF THE FOLLOWING CIRCUMSTANCES, EVENTS, OR OCCURRENCES ARISING OUT OF THE APPLICANT'S PARTICIPATING IN THE PROJECT:

- BODILY INJURY OR PERSONAL INJURY (I.E. LIBEL, SLANDER, DEFAMATION OF CHARACTER) TO THE APPLICANT
- TOWN'S USE OF APPLICANT'S ARTWORK- INCLUDING BUT NOT LIMITED TO, ANY AND ALL CLAIMS OR LAWSUITS FOR INVASION OF PRIVACY, DEFAMATION, OR INFRINGEMENT OF COPYRIGHT OR
- DAMAGE OR VANDALISM TO, OR LOSS OF, APPLICANT'S ARTWORK CAUSED

**INDEMNIFICATION** APPLICANT INDEMNIFIES, DEFENDS, AND HOLDS HARMLESS THE TOWN AND ITS REPRESENTATIVES FROM AND AGAINST ALL CLAIMS, DEMANDS, LAWSUITS, CAUSES OF ACTION, PROCEEDINGS, LOSSES, DAMAGES, COSTS, FEES AND EXPENSES ARISING OUT OF:

- AN ACT, ERROR, OR OMISSION OF APPLICANT FROM APPLICANT'S PAINTING A UTILITY BOX; OR
- THE ARTWORK'S INFRINGEMENT ON A PATENT, COPYRIGHT, TRADEMARK, TRADE NAME, OR OTHER PROPRIETARY RIGHT OF A THIRD PARTY.

**ARTIST'S AGREEMENT – APPLICATION PAGE 2  
INSPIRED BY YOU UTILITY BOX MURAL PROJECT**

**ARTIST'S NAME:** \_\_\_\_\_ **TITLE OF SUBMISSION:** \_\_\_\_\_

**FIRE DEPARTMENT REQUEST**

- LEVERS, HANDLES KEYHOLES AND LOCKS CAN BE PAINTED BUT ONLY IN A WAY THAT WILL NOT INTERFERE WITH OPENING AND CLOSING MECHANISMS
- DOOR HINGES SHOULD NOT BE PAINTED SO THE DOOR WILL NOT LOCK IN PLACE
- DO NOT PAINT OVER ANY IDENTIFICATION NUMBERS OR CODES ON THE BOX. PLEASE PAINT AROUND THEM
- THE VENTS SHOULD NEVER BE COVERED EVEN TEMPORARILY. WHEN PAINTING THE BOX PLEASE MAKE SURE THE PAINT DOES NOT DRIP INSIDE THE VENTS. VENTILATION KEEPS THE BOX FROM OVERHEATING. THERE ARE ALSO SENSITIVE ELECTRONIC COMPONENTS IN THE BOX. VENTS CAN BE PAINTED BUT IN A WAY THAT WILL NOT RESTRICT AIRFLOW
- THE FIRE DEPARTMENT, DEPARTMENT OF PUBLIC SERVICES ET AL MUST HAVE ACCESS TO THESE CONTROLLERS AT ANY GIVEN TIME, FOR SERVICING, OR REPAIRS. ARTISTS MUST WORK WITH THESE TOWN EMPLOYEES TO ENSURE SAFETY OF THE COMMUNITY

**OTHER MURAL SPECIFICATIONS**

- THE ARTWORK THAT IS INCLUDED ON THE APPLICATION MUST RESEMBLE THE ART THAT WILL BE PAINTED ON THE BOX.
- THE ARTIST SHOULD BE PREPARED TO ADJUST ARTWORK AS THE SIZE OF THE BOX MAY VARY SLIGHTLY FROM THE DIMENSIONS INCLUDED IN THE APPLICATION.
- ARTISTS MUST BE CAREFUL OF KEEPING THE AREA AROUND THE UTILITY BOX CLEAN AND MUST ALWAYS ALLOW ACCESS FOR WHEELCHAIRS AND PEDESTRIANS. REMEMBER THIS IS A COMMUNITY PROGRAM. THE PEOPLE YOU WILL ENCOUNTER ARE OUR KEY FOCUS.
- PROPOSALS SHOULD INCLUDE THE ARTIST'S SIGNATURE AS IT WOULD APPEAR ON THE UTILITY BOX. SIGNATURES MUST NOT EXCEED 2 INCHES X 8 INCHES IN ACTUAL SIZE AND MAY INCLUDE THE COPYRIGHT SIGN © WITH THE DATE.

**PAINTING AND MATERIALS**

- THE ARTIST(S) IS/ARE RESPONSIBLE FOR SANDING AND PRIMING THE UTILITY BOXES. THE SAME FIRE DEPARTMENT REQUESTS MUST BE FOLLOWED.
- ARTISTS MAY USE ACRYLIC PAINT: GOLDEN OR LIQUITEX HIGH VISCOSITY PAINT, LIGHTFASTNESS 1, WITH LOW SHEEN, EGGSHELL OR SATIN FINISH (OR SIMILAR PRODUCTS). ARTISTS ARE RESPONSIBLE FOR APPLYING A COAT ON TOP OF THE MURAL OF LIQUITEX SOLUVAR (OR SIMILAR PRODUCTS). THIS IS NOT A PERMANENT VARNISH BUT IS WEATHER AND UV RESISTANT AND WILL ENABLE BETTER GRAFFITI CLEAN OFF IF NEEDED.

**STIPEND/ARTIST RESPONSIBILITIES**

- ARTISTS WILL BE AWARDED \$500 INCLUSIVE OF ALL ARTIST FEES, PAINTS AND MATERIALS. UPON SELECTION AND EXECUTION OF THE ARTIST AGREEMENT, ARTISTS WILL RECEIVE AN INITIAL DISBURSEMENT OF FUNDS FOR 30% (\$150) OF THE STIPEND WITH THE REMAINING 70% (\$350) PAID UPON COMPLETION OF THE PROJECT. COMPLETION OF THE PROJECT MUST BE VERIFIED BY THE INSPIRED BY YOU REVIEW COMMITTEE BEFORE FUNDS ARE DISBURSED.
- ONCE THE START DATE IS DETERMINED BY THE COMMITTEE AND THE ARTIST, THE ARTIST WILL HAVE APPROXIMATELY 7-10 DAYS TO FINISH THE ARTWORK (WEATHER PERMITTING).

**APPLICATION GUIDELINES AND DEADLINE**

TO APPLY PLEASE COMPLETE THE ATTACHED APPLICATION AND ARTIST AGREEMENT AND RETURN BY **1:30PM THURSDAY, MAY 9, 2024**. PLEASE RETURN THE APPLICATION TO:

**DIANNE MARCHESE/UTILITY BOX PROJECT**

**SWAMPSCOTT TOWN HALL**

**22 MONUMENT AVE.**

**SWAMPSCOTT, MA 01970**

**(LATE SUBMISSIONS WILL NOT BE ACCEPTED - NO EXCEPTIONS)**

**ARTIST'S AGREEMENT- APPLICATION PAGE 3  
INSPIRED BY YOU UTILITY BOX MURAL PROJECT**

**ARTIST'S NAME:** \_\_\_\_\_ **TITLE OF PAINTING:** \_\_\_\_\_

**AUTHORITY TO PERFORM AGREEMENT**

APPLICANT REPRESENTS THAT APPLICANT A) HAS READ THIS AGREEMENT AND FULLY UNDERSTANDS ITS CONTENTS, AND B) HAS THE FULL POWER TO:

- ENTER AND PERFORM THIS AGREEMENT; AND
- MAKE THE GRANT OF RIGHTS STATED IN THIS AGREEMENT

BY SIGNING THIS "AGREEMENT" I UNDERSTAND THAT I AM NOT AN EMPLOYEE OF THE TOWN OF SWAMPSCOTT IN ANY CAPACITY. THE ARTIST(S) IS/ARE CONSIDERED AN INDEPENDENT CONTRACTOR(S).

**APPLICANT'S SIGNATURE**

\_\_\_\_\_ BY MY SIGNATURE BELOW, I CERTIFY THAT I AM EIGHTEEN (18) YEARS OF AGE OR OLDER.

\_\_\_\_\_ I AM UNDER THE AGE OF EIGHTEEN (18) YEARS. MY PARENT/GUARDIAN HAS READ THIS FORM WITH ME AND HAS SIGNED IT BELOW.

\_\_\_\_\_  
DATED

\_\_\_\_\_  
PARTICIPANT'S SIGNATURE

**PARENT/GUARDIAN'S SIGNATURE**

\_\_\_\_\_  
DATED

\_\_\_\_\_  
PARTICIPANT'S SIGNATURE

HOME ADDRESS \_\_\_\_\_ CITY /STATE/ ZIP CODE \_\_\_\_\_

CONTACT TELEPHONE NUMBER & EMAIL ADDRESS \_\_\_\_\_

THANK YOU FOR YOUR INTEREST IN THE TOWN OF SWAMPSCOTT'S INSPIRED BY YOU MURAL PROJECT. PLEASE PRINT CLEARLY. KINDLY SUBMIT THIS WITH A COLORED COPY OF THE PROPOSED ART DESIGN (ON THE ELECTRICAL BOX DIAGRAM PROVIDED WITH THIS APPLICATION). IF THE ARTIST IS LESS THAN 18 YEARS OF AGE A PARENT OR LEGAL GUARDIAN MUST AUTHORIZE THEIR PARTICIPATION.

**ARTIST'S INFORMATION**

**TITLE OF SUBMISSION** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**HAVE YOU PARTICIPATED IN A COMMUNITY MURAL PROGRAM BEFORE? IF YES, PLEASE TELL US WHERE & WHEN**

\_\_\_\_\_

**DESIGN TEMPLATE**

BELOW IS A TEMPLATE OF A TYPICAL UTILITY BOX SHOWING FOUR SIDES AND THE TOP. USE IT TO SKETCH THE IMAGES AS IT WOULD BE PRINTED.  
UNIQUE COLORS AND BOLD GRAPHICS WORK WELL, ALONG WITH THE BRIGHT IMAGES THAT CAN BE SEEN FROM A DISTANCE.

ACTUAL UTILITY BOXES VARY IN SIZE, SHAPE AND HAVE VARIOUS VENTS, SEAMS, DOORS, AND HANDLES.  
BE PREPARED TO ADJUST ARTWORK TO FIT A UNIQUE UTILITY BOX.

ARTIST'S NAME: \_\_\_\_\_ TITLE OF SUBMISSION: \_\_\_\_\_

**ELECTRICAL BOX DIAGRAM**

REMEMBER TO INCLUDE ALL SIDES IN YOUR PROPOSAL

IF YOU WOULD LIKE TO SEE THE BOX IN 3D, CUT ALONG THE EXTERIOR LINES & FOLD DOWN THE INTERIOR LINES

NOTE: THE ACTUAL BOX MAY BE A BIT DIFFERENT IN SIZE AND THE REAR PANEL ON SOME BOX MAY NOT BE EASILY ACCESSIBLE OR VISIBLE

ARTIST'S NAME: \_\_\_\_\_

TITLE OF SUBMISSION: \_\_\_\_\_